

## Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Twp <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Unit Name		County
Fiscal Year End	Opinion Date		Date Audit Report Submitted to State	

We affirm that:

We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

YES  
NO

**Check each applicable box below.** (See instructions for further detail.)

1. ☐ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
2. ☐ ☐ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
3. ☐ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
4. ☐ ☐ The local unit has adopted a budget for all required funds.
5. ☐ ☐ A public hearing on the budget was held in accordance with State statute.
6. ☐ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
7. ☐ ☐ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
8. ☐ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
9. ☐ ☐ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
10. ☐ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
11. ☐ ☐ The local unit is free of repeated comments from previous years.
12. ☐ ☐ The audit opinion is UNQUALIFIED.
13. ☐ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
14. ☐ ☐ The board or council approves all invoices prior to payment as required by charter or statute.
15. ☐ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

<b>We have enclosed the following:</b>	Enclosed	Not Required (enter a brief justification)		
Financial Statements	<input type="checkbox"/>			
The letter of Comments and Recommendations	<input type="checkbox"/>			
Other (Describe)	<input type="checkbox"/>			
Certified Public Accountant (Firm Name)		Telephone Number		
Street Address		City	State	Zip
Authorizing CPA Signature	Printed Name		License Number	

**Bourret Township  
Gladwin County, Michigan  
Financial Report  
With Supplemental Information  
June 30, 2007**

# BOURRET TOWNSHIP

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### INDEPENDENT AUDITOR'S REPORT

Township Board  
Bourret Township  
Gladwin County, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of Bourret Township as of and for the year ended June 30, 2007, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Bourret Township's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above, present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Bourret Township as of June 30, 2007, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The board's discussion and analysis and budgetary comparison information on pages 2 through 7 and pages 23 through 26 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Robertson & Carpenter CPAs, P.C.  
Certified Public Accountants  
November 30, 2007

## Management's Discussion and Analysis

As management of Bourret Township (the "Township"), we offer readers of the Township's financial statements this narrative overview and analysis of the financial activities of the Township for the fiscal year ended June 30, 2007.

### Financial Highlights

- The assets of the Township exceeded its liabilities at the close of the most recent fiscal year by \$281,620 (*net assets*). Of this amount, \$106,318 (*unrestricted net assets*) may be used to meet the Township's ongoing obligations.
- The Township's total net assets increased by \$30,433.
- As of the close of the current fiscal year, the Township's governmental funds reported combined ending fund balances of \$211,828, an increase of \$18,302 in comparison with the prior year. The General Fund balance is \$106,318 at June 30, 2007, 50% of the total fund balances. The fund balance in the Road Fund is \$56,473. The fund balance in the Fire Fund is \$24,033. The fund balance in the Refuse Fund is \$25,004.
- At the end of the current fiscal year, unreserved fund balance for the general fund was \$106,318 or 211% percent of total general fund expenditures.

### Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Township's basic financial statements. The Township's basic financial statements comprise of three components: 1) Government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The *Government-wide financial statements* are designed to provide readers with a broad overview of the Township's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Township's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Township is improving or deteriorating.

The *statement of activities* presents information showing how the Township's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., accrued interest payable).

Both of the Government-wide financial statements present functions of the Township that are principally supported by taxes and intergovernmental revenues (*governmental activities*). The governmental activities of the Township include general government, public safety and public works. The Township has no business-type activities as of and for the year ended June 30, 2007.

The Government-wide financial statements can be found on pages 8-9 of this report.

**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Township, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Township can be divided into two categories: governmental funds and fiduciary funds.

**Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the Government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a Township's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the Government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Township maintains four individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Road Fund, Fire Fund and Refuse Fund.

The Township adopts an annual appropriated budget for its general and special revenue funds. Budgetary comparison statements or schedules have been provided for the General Fund, Road Fund, Fire Fund and Refuse Fund herein to demonstrate compliance with those budgets.

The basic governmental fund financial statements can be found on pages 10-11 of this report.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the Township. Fiduciary funds are *not* reflected in the Government-wide financial statements because the resources of those funds are *not* available to support the Township's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The basic fiduciary fund financial statements can be found on pages 13-14 of this report.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 15-22 of this report.

### Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the Township, assets exceeded its liabilities by \$281,620 at the close of the most recent fiscal year.

A portion of the Township's net assets (25%) reflects its investment in capital assets (e.g., infrastructure, land, buildings, and equipment). The Township uses these capital assets to provide services to the community; consequently, these assets are *not* available for future spending. Although the Township's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

#### Township's Net Assets

	<b>Governmental Activities June 30, 2007</b>	<b>Governmental Activities June 30, 2006</b>
Current and Other Assets	\$ 224,630	\$ 203,693
Capital Assets, Net	69,792	57,661
Total Assets	\$ 294,422	\$ 261,354
Current Liabilities	12,802	10,167
Total Liabilities	\$ 12,802	\$ 10,167
Net Assets:		
Invested in Capital Assets	69,792	57,661
Restricted	105,510	98,251
Unrestricted	106,318	95,275
<b>Total Net Assets</b>	<b>\$ 281,620</b>	<b>\$ 251,187</b>

The Township's net assets increased by \$30,433 during the current fiscal year. Unrestricted net assets—the part of net assets that can be used to finance day to day operations, decreased by \$11,043, or 12%, during the fiscal year ended June 30, 2007.

## Township's Changes in Net Assets

	<u>Governmental Activities June 30, 2007</u>	<u>Governmental Activities June 30, 2006</u>
<b>Revenue:</b>		
Program Revenue:		
Charges for services	\$ 53,186	\$ 51,037
Capital Grants and Contributions	11,000	0
General Revenue:		
Property Taxes	79,184	75,313
State-Shared Revenues	33,386	33,476
Interest Earnings	1,411	1,291
Other	<u>3,093</u>	<u>3,963</u>
<b>Total Revenue</b>	<b>\$ 181,260</b>	<b>\$ 165,080</b>
<b>Expenses:</b>		
General Government	\$ 54,259	\$ 55,980
Public Safety	41,407	39,082
Public Works	<u>55,161</u>	<u>49,231</u>
<b>Total Expenses</b>	<b>\$ 150,827</b>	<b>\$ 144,293</b>
<b>Increase in Net Assets</b>	<b><u>30,433</u></b>	<b><u>20,787</u></b>
<b>Net Assets, Beginning of Year</b>	<b><u>251,187</u></b>	<b><u>230,400</u></b>
<b>Net Assets, End of Year</b>	<b>\$ <u>281,620</u></b>	<b>\$ <u>251,187</u></b>

**Governmental activities.** The Township's total governmental revenues increased by \$16,180 from last fiscal year. This was primarily attributed to donated equipment with a cost of \$11,000 and an increase in property tax revenue of \$3,871. Expenses increased by \$6,534. The increase was primarily due to an increase of approximately \$6,000 in refuse disposal costs.



## Financial Analysis of the Government's Funds

As noted earlier, the Township uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

As of the end of the current fiscal year, the Township's governmental funds reported combined ending fund balances of \$211,828, an increase of \$18,302 in comparison with the prior year. The General Fund portion of the fund balance is \$106,318, which is available for spending at the Township's discretion. The remainder of the fund balance consists of Road Fund of \$56,473, Fire Fund of \$24,033 and Refuse Fund of \$25,004.

The general fund is the principal operating fund of the Township. At the end of the current fiscal year, unreserved fund balance of the general fund was \$106,318. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and total fund balance to total fund expenditures. The entire General Fund balance is unreserved and represents approximately 211% of total general fund expenditures.

The fund balance of the General Fund increased by \$11,043 during the current fiscal year.  
The fund balance of the Road Fund increased by \$2,372 during the current fiscal year.  
The fund balance of the Fire Fund increased by \$2,007 during the current fiscal year.  
The fund balance of the Refuse Fund decreased by \$2,880 during the current fiscal year.

### General Fund Budgetary Highlights

The Township's budgets are prepared in accordance with Michigan Law. The most significant budgeted fund is the General Fund. The general fund budget was not amended during the year.

### Capital Asset and Debt Administration

**Capital assets.** The Township's investment in capital assets for its governmental activities as of June 30, 2007, amounted to \$69,792 (net of accumulated depreciation). Investment in capital assets includes land, buildings, infrastructure and equipment. There were additions totaling \$17,594 for the current fiscal year. Election equipment additions for the year were \$11,000.

<b>Township's Capital Assets</b> (net of depreciation)		
	June 30, 2007	June 30, 2006
Land	\$ 28,750	\$ 28,750
Land improvements	6,613	7,109
Infrastructure	13,316	7,125
Buildings and improvements	8,324	9,968
Furniture and Equipment	12,789	4,709
<b>Total</b>	<b>\$ 69,792</b>	<b>\$ 57,661</b>

Additional information on the Township's capital assets can be found in note 5 on page 21 of this report.

## **Factors Bearing on the Township's Future**

The following factors were considered in preparing the Township's budget for the 2007-2008 fiscal year:

- The State of Michigan has made significant cuts in their operating budgets due to a downturn in the economy. For 2006-2007, the Township received \$32,292 in state shared revenue, representing 53% of the revenues in the General Fund. The amounts of state shared revenues for future periods are uncertain and will affect the Township's budgets. Our budgets were prepared with these factors in mind and will need to be revised as needed.

## **Requests for Information**

This financial report is designed to provide a general overview of the Township's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Bourret Township  
Clerk's Office  
2220 M-30  
West Branch, MI 48661

Bourret Township  
Statement of Net assets  
June 30, 2007

	<u>Governmental Activities</u>
<b>Assets</b>	
Cash (Note 3)	\$ 215,500
Receivable	1,107
Due from other funds	969
Due from governmental units	5,054
Prepaid expenditures	2,000
Capital assets-net (Note 5)	<u>69,792</u>
 Total assets	 <u>294,422</u>
 <b>Liabilities</b>	
Accounts payable	12,533
Accrued and other liabilities	<u>269</u>
 Total liabilities	 <u>12,802</u>
 <b>Net Assets</b>	
Invested in capital assets	69,792
Restricted:	
Road Fund	56,473
Fire Fund	24,033
Refuse Fund	25,004
Unrestricted	<u>106,318</u>
 Total net assets	 \$ <u><u>281,620</u></u>

See accompanying notes

Bourret Township  
Statement of Activities  
Year ended June 30, 2007

Functions/Programs	Expenses	Program Revenues		Governmental
		Charges for Services	Capital Grants	Activities
				Net (Expense)
				Revenue and
				Changes in
				Net Assets
Governmental Activities				
General government	\$ 54,259	\$ 4,311	\$ 11,000	\$ (38,948)
Public safety	41,407	-	-	(41,407)
Public works	55,161	48,875	-	(6,286)
Total governmental activities	\$ 150,827	\$ 53,186	\$ 11,000	\$ (86,641)
General Revenues:				
Property taxes				79,184
State-shared revenues				33,386
Interest and investment earnings				1,411
Other				3,093
Total general revenues				117,074
Change in Net Assets				30,433
Net assets - beginning of year				251,187
Net assets - end of year				\$ 281,620

See accompanying notes

Bourret Township  
Governmental Funds  
Balance Sheet  
June 30, 2007

	<u>General Fund</u>	<u>Road Fund</u>	<u>Fire Fund</u>
<b>Assets</b>			
Cash and investments (Note 3)	\$ 100,539	\$ 58,507	\$ 27,517
Accounts receivable	1,107	-	-
Due from other funds (Note 6)	632	60	447
Due from other governmental units	5,054	-	-
Prepaid expenditures	2,000	-	-
Total assets	<u>\$ 109,332</u>	<u>\$ 58,567</u>	<u>\$ 27,964</u>
<b>Liabilities</b>			
Accounts payable	\$ 2,745	\$ 2,094	\$ 3,931
Accrued and other liabilities	269	-	-
Due to other funds	-	-	-
Total liabilities	<u>3,014</u>	<u>2,094</u>	<u>3,931</u>
<b>Fund balances</b>			
Unreserved:			
General Fund	106,318	-	-
Special Revenue Funds	-	56,473	24,033
Total fund balances	<u>106,318</u>	<u>56,473</u>	<u>24,033</u>
Total liabilities and fund balances	<u>\$ 109,332</u>	<u>\$ 58,567</u>	<u>\$ 27,964</u>

**Fund Balances - Total Governmental Funds**

Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources, and are not reported in the funds.

The cost of capital assets is

Accumulated depreciation is

**Net Assets of Governmental Activities**

See accompanying notes

Refuse Fund	Total Governmental Funds
\$ 28,937	\$ 215,500
-	1,107
-	1,139
-	5,054
-	2,000
<u>\$ 28,937</u>	<u>\$ 224,800</u>

\$ 3,763	\$ 12,533
-	269
170	170
<u>3,933</u>	<u>12,972</u>

-	106,318
25,004	105,510
<u>25,004</u>	<u>211,828</u>
<u>\$ 28,937</u>	<u>\$ 224,800</u>

\$ 211,828

\$ 146,001	
<u>(76,209)</u>	
	69,792
	<u>\$ 281,620</u>

Bourret Township  
Governmental Funds  
Statement of Revenues, Expenditures and Changes in Fund Balances  
Year ended June 30, 2007

	<u>General Fund</u>	<u>Road Fund</u>	<u>Fire Fund</u>
<b>Revenues</b>			
Taxes and penalties	\$ 20,866	\$ 14,975	\$ 43,343
Special assessments	-	-	-
State revenues	32,292	1,094	-
Interest and rentals	5,098	480	71
Other	3,093	-	-
Total revenues	<u>61,349</u>	<u>16,549</u>	<u>43,414</u>
<b>Expenditures</b>			
Current:			
General government	49,199	-	-
Public safety	-	-	41,407
Public works	1,107	14,177	-
Total expenditures	<u>50,306</u>	<u>14,177</u>	<u>41,407</u>
Net Change in Fund Balances	11,043	2,372	2,007
<b>Fund balances - Beginning of year</b>	<u>95,275</u>	<u>54,101</u>	<u>22,026</u>
<b>Fund balances - End of year</b>	<u>\$ 106,318</u>	<u>\$ 56,473</u>	<u>\$ 24,033</u>

See accompanying notes

<u>Refuse Fund</u>	<u>Total Governmental Funds</u>
\$ -	\$ 79,184
48,875	48,875
-	33,386
73	5,722
-	3,093
<u>48,948</u>	<u>170,260</u>
-	49,199
-	41,407
<u>46,068</u>	<u>61,352</u>
<u>46,068</u>	<u>151,958</u>
2,880	18,302
<u>22,124</u>	<u>193,526</u>
\$ <u><u>25,004</u></u>	\$ <u><u>211,828</u></u>



Bourret Township  
Reconciliation of the Statement of Revenues, Expenditures and Changes  
in Fund Balances of Governmental Funds to the Statement of Activities  
Year ended June 30, 2007

<b>Net Change in Fund Balances - Total Governmental Funds</b>	<b>\$ 18,302</b>
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Amounts reported for governmental activities are different because:

Government funds report capital outlays as expenditures;  
in the statement of activities these costs are allocated  
over their estimated useful lives as depreciation.

Depreciation expense	\$ (5,463)	
Capital Outlay	<u>17,594</u>	
		<u>12,131</u>

<b>Change in Net Assets of Governmental Activities</b>	<b>\$ <u>30,433</u></b>
--	-------------------------

See accompanying notes

Bourret Township  
Fiduciary Funds  
Statement of Net Assets  
June 30, 2007

	Trust Fund- Pension Fund	Agency Funds
<b>Assets</b>		
Cash	\$ -	\$ 4,663
Investments - at fair value	<u>8,808</u>	<u>-</u>
Total assets	8,808	<u><u>4,663</u></u>
 <b>Liabilities</b>		
Due to other funds	-	969
Due to other governments	<u>-</u>	<u>3,694</u>
Total liabilities	<u>-</u>	<u><u>\$ 4,663</u></u>
 <b>Net Assets - Held in Trust for Pension Benefits</b>	 <u><u>\$ 8,808</u></u>	

See accompanying notes

Bourret Township  
Fiduciary Funds  
Statement of Changes in Net Assets  
Year ended June 30, 2007

	Trust Fund- Pension Fund
<b>Additions</b>	
Contributions	
Employer	\$ 2,600
Investment earnings	<u>187</u>
Total Additions	2,787
 <b>Deductions</b>	
Benefits	-
Administrative expenses	<u>378</u>
Total deductions	378
 <b>Net increase</b>	2,409
 <b>Net Assets Held in Trust for Pension Benefits</b>	
Beginning of the year	<u>6,399</u>
End of the year	\$ <u><u>8,808</u></u>

See accompanying notes

Bourret Township  
Notes to Financial Statements  
June 30, 2007

**Note 1 - Summary of Significant Accounting Policies**

The accounting policies of Bourret Township ("the Township") conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the more significant policies used by the Township:

**Reporting Entity**

The Township is governed by an elected five member Township Board. The accompanying financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board (GASB) for determining the various governmental organizations to be included in the reporting entity. These criteria include significant operational financial relationships that determine which of the governmental organizations are a part of the Township's reporting entity, and which organizations are legally separate, component units of the Township. Based on the application criteria, the Township does not contain any component units.

**Government-wide and Fund Financial Statements**

The Government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the Township. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the Township's government-wide activities are considered governmental activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenue includes (1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a certain function and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenue.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Bourret Township  
Notes to Financial Statements  
June 30, 2007

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)**

Government fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and severance pay, are recorded only when payment is due.

Property taxes, state-shared revenue and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenue of the current fiscal period. All other revenue items are considered to be available only when the cash is received by the Township.

The Township reports the following major governmental funds:

The General Fund is the Township's primary operating fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund.

The Road Fund is used to record property tax revenue, interest earnings and other revenue restricted for use on Township roads.

The Fire Fund is used to record property tax revenue, interest earnings and other revenue restricted for fire protection purposes.

The Refuse Fund is used to record special assessment revenue and interest earnings restricted for garbage collection purposes.

Additionally, the Township reports the following funds:

The Pension Trust Fund accounts for the activity of the Township defined contribution retirement plan, which accumulates resources for pension benefit payments to qualified employees.

The Tax Collection Fund accounts for property taxes collected and disbursed to other taxing authorities by the Township as required by law.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as program revenue include: (1) charges to customers for goods, services or privileges provided and (2) operating grants and contributions. General revenue includes all taxes.

Bourret Township  
Notes to Financial Statements  
June 30, 2007

**Note 1 - Summary of Significant Accounting Policies (Continued)**

**Assets, Liabilities, and Net Assets or Equity**

Bank Deposits and Investments - The Township's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired.

State statutes and the Township's investment policy authorize the Township to make deposits in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Ogemaw County, Michigan. The Township is allowed to invest in checking, savings and certificates of deposit accounts.

Investments are stated at fair value.

Receivables and Payables - In general, outstanding balances between funds are reported as "due to/from other funds." Activity between fund that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "advances to/from other funds."

All trade and property tax receivables are shown net of an allowance for uncollectible amounts. The taxpayers of the Township have their properties assessed as of December 31 and the related property taxes are levied and become a lien on December 1 for 100% of the taxes which are due February 28. The 2006 taxable value of the Township was \$22,017,094. The 2006 tax levy was .6220 mills for general operating purposes, .2419 mills for the Road Fund and 1.9734 for the Fire Fund, raising \$13,633 for general operating purposes, \$5,315 for roads and \$43,343 for fire protection purposes.

Inventories and Prepaid items - Inventories are not significant amounts at year end. Inventory is recorded as expenditures when purchased. Payments to vendors reflecting costs applicable to future fiscal years are recorded as prepaid items in both government wide and fund financial statements, if applicable.

Capital Assets - Capital assets, which include land, buildings, equipment, and infrastructure assets (e.g., amounts paid to the Road Commission for the intangible right to use the roads), are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Township as assets with an initial individual cost of more than \$500 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of the donation. Infrastructure assets acquired prior to implementation of GASB 34 are not included in the financial statements.

Bourret Township  
Notes to Financial Statements  
June 30, 2007

**Note 1 - Summary of Significant Accounting Policies (Continued)**

Buildings, equipment, and vehicles are depreciated using the straight-line method over the following useful lives:

Infrastructure	20 years
Buildings and additions	50 years
Vehicles	5 years
Office furnishings	5-20 years
Other equipment	5-20- years

Compensated Absences - There is no liability for compensated absences reported in the government-wide financial statements since no township employees are provided with sick or vacation pay benefits.

Long-term Obligations - In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net assets.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources. Issuance costs are reported as other bond expenditures.

Fund Equity - In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriating or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Comparative Data/Reclassifications - Comparative data is not included in the Township's financial statements.

**Note 2 - Stewardship, Compliance and Accountability**

Budgetary Information - Annual budgets are adopted on a basis consistent with generally accepted accounting principles and state law for the general and special revenue funds.

The budget document presents information by fund and function. The legal level of budgetary control adopted by the governing body (i.e., the level at which expenditures may not legally exceed appropriations) is the function level. State law requires the Township adopt its budgets by July 1. Expenditures in excess of amounts budgeted is a violation of Michigan Law. State law permits Townships to amend its budget during the year. During the year there were no amendments to the budgets.

Bourret Township  
Notes to Financial Statements  
June 30, 2007

**Note 2 - Stewardship, Compliance and Accountability (Continued)**

Encumbrances are not liabilities and, therefore, are not recorded as expenditures until the receipt of materials or services. For budgetary purposes, appropriations lapse at fiscal year end and outstanding encumbrances are reappropriated in the next year.

Excess of Expenditures Over Appropriations in Budgeted Funds - The Township incurred expenditure variances as follows:

<u>Fund and Function</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Variance</u>
<u>General Fund:</u>			
General government	\$ 47,450	\$ 49,199	\$ 1,749
Public works	756	1,107	351
<u>Road Fund</u>			
Public works	14,000	14,177	177
<u>Fire Fund:</u>			
Public safety	39,000	41,407	2,407
<u>Refuse Fund:</u>			
Public works	43,395	46,068	2,673

**Note 3 - Deposits and Investments**

At year-end the Township's deposits and investments were reported in the basic financial statements in the following categories:

	Governmental Activities	Fiduciary Funds	Township Total
Cash and cash equivalents	\$ 215,500	\$ 4,663	\$ 220,163
Investments	-	8,808	8,808
Total	<u>\$ 215,500</u>	<u>\$ 13,471</u>	<u>\$ 228,971</u>

The breakdown between deposits and investments for the Township is as follows:

Deposits (checking, savings and certificates of deposit)	\$ 220,163
Investments	8,808
	<u>\$ 228,971</u>

The Township's investments at June 30, 2007 consisted of pension plan assets totaling \$8,808.

**Investment and deposit risk:**

Interest rate risk

In accordance with its investment policy, the Township will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by: investing operating funds primarily in shorter term securities and limiting the average maturity in accordance with the Township's cash requirements.



Bourret Township  
Notes to Financial Statements  
June 30, 2007

**Note 3 - Deposits and Investments (Continued)**

Credit risk

State law limits investments in commercial paper and corporate bonds to a prime or better rating issued by nationally recognized statistical rating organizations (NRSRPs). The Township has no investments for which ratings are required.

Custodial credit risk - deposits

In the case of deposits, there is the risk that in the event of a bank failure, the Township's deposits may not be returned to it. State law does not require and the Township does not have a policy for custodial credit risk. At June 30, 2007, \$120,720 of the Township's bank balances of \$220,720 was exposed to custodial credit risk because it was uninsured.

The Township Board is authorized to designate depositories for Townships funds, and to determine that the funds are invested in accordance with State of Michigan statutory authority.

The Township is authorized by statute and Township policy to invest surplus in the following:

- a. Bonds, securities, and other obligations and repurchase agreements of the United States, or an agency or instrumentality of the United States with remaining maturities of two years or less.
- b. Certificates of deposit of a bank which is a member of the Federal Deposit Insurance Corporation.
- c. Commercial paper rated at the time of purchase within the two highest classifications by not less than two standard rating services.

The Township's deposits are in accordance with statutory authority.

**Note 4 - Receivables**

Receivables as of the year-end for the Township's major funds are as follows:

	General Fund	Other Major and Non- Major Funds	Total
Receivables:			
Accounts receivable	\$ 1,107	\$ -	\$ 1,107
Intergovernmental	5,054	-	5,054
Total receivables	\$ 6,161	\$ 0	\$ 6,161

Bourret Township  
Notes to Financial Statements  
June 30, 2007

**Note 5 - Capital Assets**

Capital asset activity of the Township's governmental activities was as follows:

	Balance July 1, 2006	Additions	Deletions	Balance June 30, 2007
Capital assets not being depreciated:				
Land	\$ 28,750	\$ -	\$ -	\$ 28,750
Capital assets being depreciated:				
Infrastructure	7,500	6,594	-	14,094
Land improvements	9,920	-	-	9,920
Buildings	70,697	-	-	70,697
Furniture & equipment	11,540	11,000	-	22,540
Subtotal	<u>128,407</u>	<u>17,594</u>	<u>-</u>	<u>146,001</u>
Accumulated Depreciation				
Infrastructure	375	403	-	778
Land improvements	2,811	496	-	3,307
Buildings	60,729	1,644	-	62,373
Furniture & equipment	6,831	2,920	-	9,751
Subtotal	<u>70,746</u>	<u>5,463</u>	<u>-</u>	<u>76,209</u>
Net capital assets being depreciated	<u>57,661</u>	<u>12,131</u>	<u>-</u>	<u>69,792</u>
Governmental Activities				
Total Capital Assets net of Depreciation	\$ <u>57,661</u>	\$ <u>12,131</u>	\$ <u>0</u>	\$ <u>69,792</u>

Depreciation expense was charged to programs of the primary government as follows:

Governmental activities:	
General Government	\$ 5,060
Public Works	403
Total governmental activities	<u>\$ 5,463</u>

Bourret Township  
Notes to Financial Statements  
June 30, 2007

**Note 6 - Receivables, Payables and Transfers**

The composition of interfund balances is as follows:

<u>Receivable Fund</u>		<u>Payable Fund</u>	<u>Amount</u>
General Fund	\$ 632	General Fund	\$ -
Road Fund	60	Road Fund	-
Fire Fund	447	Fire Fund	-
Refuse Fund	-	Refuse Fund	170
Fiduciary Funds	-	Fiduciary Funds	969
Total	<u>\$ 1,139</u>	Total	<u>\$ 1,139</u>

**Note 7 - Risk Management**

Bourret Township is exposed to various risks of loss related to theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks are covered by insurance purchased from independent insurance companies. Settled claims from these risks have not exceeded insurance coverage for the last three years.

**Note 8 - Pension Plan**

Bourret Township has a defined contribution plan for elected officials through John Hancock. A defined contribution pension plan provides pension benefits in return for services rendered, provides an individual account for each participant, and specifies how contributions to the individual's account are to be determined instead of specifying the amount of benefits the individual is to receive. Under a defined contribution pension plan, the benefits a participant will receive depend solely on the amount contributed to the participant's account, the returns earned on investments of these contributions, and forfeitures of other participants benefits that may be allocated to such participant's account.

The Township pension plan agreement specifies which Township positions are covered by the plan. Contributions made by an employee and the Township vest immediately. An employee that leaves the employment of the Township is entitled to his or her account balance consisting of the employee and Township contributions, as well as earnings in the account. The Township is required to contribute an amount equal to 15% of the employee's gross earnings to the plan.

During the year, the Township's required and actual contributions amounted to \$2,600, which was 15% of its current year covered payroll. There were no voluntary employee contributions. Covered payroll was \$14,499. Total payroll was \$15,929. All elected officials are covered by the plan.

No pension provision changes occurred during the year that affected the required contributions to be made by the Township or its employees. The plan held no securities of the Township or other related parties during the year or as the close of the fiscal year.

## **Required Supplemental Information**

Bourret Township  
 Budgetary Comparison Schedule - General Fund  
 Year ended June 30, 2007

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget- Favorable (Unfavorable)
	Original	Final		
<b>Fund Balance</b> - Beginning of year	\$ 139,861	\$ 139,861	\$ 95,275	\$ (44,586)
<b>Resources (Inflows)</b>				
Taxes and fees	31,080	31,080	20,866	(10,214)
State revenues	32,000	32,000	32,292	292
Interest and rentals	4,647	4,647	5,098	451
Other	3,100	3,100	3,093	(7)
Amounts available for appropriation	<u>210,688</u>	<u>210,688</u>	<u>156,624</u>	<u>(54,064)</u>
<b>Charges to Appropriations (Outflows)</b>				
General government	47,450	47,450	49,199	(1,749)
Public works	756	756	1,107	(351)
Transfer to other funds	12,635	12,635	-	12,635
Total charges to appropriations	<u>60,841</u>	<u>60,841</u>	<u>50,306</u>	<u>10,535</u>
<b>Fund Balance</b> - end of year	<u>\$ 149,847</u>	<u>\$ 149,847</u>	<u>\$ 106,318</u>	<u>\$ (43,529)</u>

Bourret Township  
 Budgetary Comparison Schedule - Road Fund  
 Year ended June 30, 2007

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
<b>Fund Balance</b> - Beginning of year	\$ 53,354	\$ 53,354	\$ 54,101	\$ 747
<b>Resources (Inflows)</b>				
Taxes and fees	12,385	12,385	14,975	2,590
State revenues	-	-	1,094	1,094
Interest and rentals	350	350	480	130
Other	655	655	-	(655)
Amounts available for appropriation	<u>66,744</u>	<u>66,744</u>	<u>70,650</u>	<u>3,906</u>
<b>Charges to Appropriations (Outflows)</b>				
Public works	<u>14,000</u>	<u>14,000</u>	<u>14,177</u>	<u>(177)</u>
Total charges to appropriations	<u>14,000</u>	<u>14,000</u>	<u>14,177</u>	<u>(177)</u>
<b>Fund Balance</b> - end of year	<u>\$ 52,744</u>	<u>\$ 52,744</u>	<u>\$ 56,473</u>	<u>\$ 3,729</u>

Bourret Township  
 Budgetary Comparison Schedule - Fire Fund  
 Year ended June 30, 2007

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
<b>Fund Balance</b> - Beginning of year	\$ 28,324	\$ 28,324	\$ 22,026	\$ (6,298)
<b>Resources (Inflows)</b>				
Taxes and fees	39,395	39,395	43,343	3,948
State revenues	-	-	-	-
Interest and rentals	65	65	71	6
Amounts available for appropriation	<u>67,784</u>	<u>67,784</u>	<u>65,440</u>	<u>(2,344)</u>
<b>Charges to Appropriations (Outflows)</b>				
Public safety	<u>39,000</u>	<u>39,000</u>	<u>41,407</u>	<u>(2,407)</u>
Total charges to appropriations	<u>39,000</u>	<u>39,000</u>	<u>41,407</u>	<u>(2,407)</u>
<b>Fund Balance</b> - end of year	<u>\$ 28,784</u>	<u>\$ 28,784</u>	<u>\$ 24,033</u>	<u>\$ (4,751)</u>

Bourret Township  
 Budgetary Comparison Schedule - Refuse Fund  
 Year ended June 30, 2007

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
<b>Fund Balance - Beginning of year</b>	\$ 27,839	\$ 27,839	\$ 22,124	\$ (5,715)
<b>Resources (Inflows)</b>				
Special assessment	47,000	47,000	48,875	1,875
Interest and rentals	63	63	73	10
Amounts available for appropriation	<u>74,902</u>	<u>74,902</u>	<u>71,072</u>	<u>(3,830)</u>
<b>Charges to Appropriations (Outflows)</b>				
Public works	<u>43,395</u>	<u>43,395</u>	<u>46,068</u>	<u>(2,673)</u>
Total charges to appropriations	<u>43,395</u>	<u>43,395</u>	<u>46,068</u>	<u>(2,673)</u>
<b>Fund Balance - end of year</b>	<u>\$ 31,507</u>	<u>\$ 31,507</u>	<u>\$ 25,004</u>	<u>\$ (6,503)</u>





# ROBERTSON & CARPENTER CPAs, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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Rodney C. Robertson, CPA

Robert J. Carpenter, CPA

December 11, 2007

Township Board  
Bourret Township  
Gladwin County, Michigan

In planning and performing our audit of the financial statements of the governmental activities and the major funds of Bourret Township as of and for the year ended June 30, 2007, in accordance with auditing standards generally accepted in the United States of America, we considered Bourret Township's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the governmental unit's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a significant deficiency.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the Township Board's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Township Board's financial statements that is more than inconsequential will not be prevented or detected by the Township Board's internal control. We consider the following deficiency to be a significant deficiency in internal control.

## **Lack of adequate controls to produce full-disclosure GAAP basis financial statements.**

*Requirement:* All Michigan governmental units are required to prepare financial statements in accordance with generally accepted accounting principles (GAAP). This is a responsibility of the Township Board's management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data, and (2) reporting government-wide and fund financial statements, including the related footnotes.

*Condition:* The Township Board, as is common with smaller and medium-sized entities, has historically relied on its independent external auditors to assist in the preparation of the government-wide financial statements and footnotes as part of its external financial reporting process. Accordingly, the Township Board's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditors, who cannot by definition be considered part of the government's internal controls.

*Cause:* This condition was caused by the Township Board's decision that it is more cost effective to outsource the preparation of its annual financial statements to the auditors than to incur the time and expense of obtaining the necessary training and expertise required for the Township Board to perform this task internally.

*Effect:* The result of this condition is that the Township Board lacks internal controls over the preparation of financial statements in accordance with GAAP, and instead relies, in part, on its external auditors for assistance with this task.

*View of responsible officials:* The Township Board has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interests of the Township Board to outsource this task to its external auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

This communication is intended solely for the information and use of management, the Township Board, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Robertson & Carpenter CPAs, P.C.  
Certified Public Accountants